



I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:

- **SBE Subcontracting Program** - **27%** must be subcontracted to certified SBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **M/WBE Subcontracting Program** - **15%** must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
 - ◆ All M/WBE's must also be certified as SBEs; therefore participation by M/WBE(s) automatically count towards the SBE goal
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subcontractor/Supplier Utilization Commitment Form** with their response
 - ◆ Failure of a Respondent to submit a signed Subconsultant/ Supplier Utilization Commitment Form will deem its response nonresponsive
- ***SBE or M/WBE Prime participation does NOT count toward the Subcontracting goals***
- Selected firm will be required to submit a **Subcontractor/Supplier Utilization Plan** once negotiations are complete

II. Eligibility Criteria

- Eligibility Certification:
 - ◆ SBE
 - ◆ SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - ◆ Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" in the SAMSA (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - ◆ Form is available at:
<http://www.sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.aspx>
 - ◆ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the SBEDA requirements
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - ◆ Form is available at:
<http://www.sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.aspx>
 - ◆ Exception request must fully document why:
 - Value of contract is below \$50,000;
 - No commercially-useful subcontracting opportunities exist; or
 - Type of contract is outside scope of the SBEDA Ordinance

IV. Central Vendor Registry (CVR)

- All contractors/consultants (Prime or Sub) wishing to do business with the City must register in the City's CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call 210.207.0118 or 210.207.5896

V. Contact Information

- Ruben A. Flores (210) 207-3923 or ruben.a.flores@sanantonio.gov